

MISSION - IMSS

ADVISORY BODY TO D/L RE MATTERS AFFECTING

OVERALL OF SUPPORT MISSIONS
OVERALL CAPABILITIES

INCLUDES

STRATEGIC - EMERGENCY - LONG RANGE PLANNING

NBO PROGRAM

INTERAGENCY SUPPORT AGREEMENTS - & SUPPLEMENTAL SUPPORT REQUIREMENTS

MANAGERIAL, OPERATIONAL, TECHNOLOGICAL ASPECTS OF
AUTOMATED DATA & WORD PROCESSING APPLICATIONS (INCL. LIMS)

REGULATORY ISSUANCES - AUDIT REPORTS - REPORTS OF SURVEY

PERSONAL PROPERTY CLAIMS

RECORDS MANAGEMENT FUNCTION

FUNCTIONS & RESPONSIBILITIES

C/INSS SERVES AS :

- CHAIRPERSON - HEADQUARTERS SURVEY REVIEW BOARD (HSRB)
- CHAIRPERSON - HEADQUARTERS CLAIMS REVIEW BOARD (HCRB)
- CHAIRPERSON - MLD PANEL

C/INSS SERVES AS :

- AGENCY REPRESENTATIVE TO METRIFICATION OPERATING COMMITTEE
- OL COORDINATOR FOR - SUGGESTION & ACHIEVEMENT AWARDS COMMITTEE

C/INSS - RESPONSIBLE FOR PERFORMANCE OF FOLLOWING FUNCTIONS :

- REVIEW - ANALYZE - EVALUATE - OL POLICIES, PROCEDURES - SYSTEMS
DEVELOPE OPTIONAL COURSES OF ACTION
RECOMMEND POLICY & PROCEDURAL CHANGES
- ASSIST & GUIDE OL COMPONENTS IN
ANALYZING CURRENT PRACTICES - DEVELOPING NEW/REVISED PROCEDURES
TO ACHIEVE MORE EFFICIENT USE OF RESOURCES
- THROUGH DATA ADMINISTRATION SERVICE - SERVE AS :
OL FOCAL POINT & PROVIDE MANAGEMENT OF
AUTOMATED DATA PROCESSING - INCLUDING WANG WP & ADMIN
TECHNICAL SUPPORT - MAINTAIN EXIST SYS - DEVELOPE NEW SYSTEMS
DAY TO DAY TECHNICAL LIAISON W/ODP & OL OPERATIONAL SYSTEMS

- REPRESENT OL INTERESTS - OVERSEE OVERALL DEVELOPMENT OF LIMS
PURPOSE - AUTOMATED SUPPORT - AGENCY WIDE REQUESTS - MATERIAL & SERVICES
- OL FOCAL POINT - PREPARATION - REVIEW - IMPLEMENTATION OF
OL PORTIONS OF DDA LONG-RANGE & STRATEGIC PLANS
PREPARATION - REVIEW - UPDATING OF
OL FIVE YEAR PLAN & OL STRATEGIC PLAN
- BASED ON DDA GOALS & OBJECTIVES (MBO)
OVERSEE THE DEVELOPMENT - REVIEW - REVISION OF
STAFF/DIVISION MBO'S - TO OUTLINE ACTIONS REQUIRED TO
PROVIDE AGENCY WIDE LOGISTICAL SUPPORT.
- PROVIDE OL REPRESENTATIVE TO - DDA EMERGENCY PLANNING COMMITTEE
PREPARE & UPDATE OL EMERGENCY PROCEDURES & CONTINGENCY PLANS
- OL FOCAL POINT - REVIEWING ADMIN PLANS & LOGISTICAL ANNEXES
RE OPERATIONAL ACTIVITIES - PROGRAMS - PROJECTS
PROVIDE GUIDANCE & ASSISTANCE TO MANAGERS AS NECESSARY.
- EXAMINE LOGISTICS PROCEDURES & SYSIS OF OTHER GOV AGENCIES & PRIVATE SECTOR
DETERMINE BENEFICIAL APPLICATIONS TO LOGISTICS OPERATIONS
RECOMMEND THEIR ADOPTION.
- UPDATE OL'S SUPPLEMENTAL SUPPORT REQUIREMENTS (SSR'S) IN COORD OL/BFF
TO ENSURE SUFFICIENT RESOURCES TO MEET GROWTH IN AGENCY PROGRAMS & ACTIVITIES
- REVIEW - ANALYZE OL AUDIT REPORTS
MONITOR - COORDINATE FOLLOW-UP TO DIV/STAFFS
ENSURE CORRECTIVE ACTION TAKEN
REPORT COMPLETED OR ANTICIPATED ACTIONS TO AUDIT STAFF

- REVIEW-EVALUATE REPORTS OF SURVEY TO H S RB FOR RESOLUTION
PREPARE RECOMMENDATIONS FOR ADJUDICATION BY H S RB.
- REVIEW-EVALUATE & PROVIDE INITIAL ADJUDICATION OF
PERSONAL PROPERTY CLAIMS
RECOMMEND APPROPRIATE DETERMINATION TO HCRB
COORDINATE WITH MEMBERS OF THE HCRB
- REVIEW-EVALUATE-CREATE-REVISE CURRENT & PROPOSED REGULATORY SUMMARIES
HR'S & FR'S
NOTICES - HANDBOOKS - LI'S - LN'S - LAN'S - EMPLOYEE BULLETINS
RE LOGISTICS MATTERS
ENSURE CONFORMANCE WITH AGENCY OR OL POLICY - GOV STATUTES & DIRECTION
ADVISE AGENCY PERSONNEL RE ISSUANCES - MONITOR COMPLIANCE WITHIN O/L
- INITIATE ACTION - ENSURE OL COMPLIANCE ^{PER CHANGES REPORTED} ~~CONFORM~~ IN FEDERAL REGISTER
FEDERAL PROPERTY MANAGEMENT REGULATIONS
GENERAL ACCOUNTING OFFICE POLICY & PROCEDURES
- SERVE AS FOCAL POINT FOR
INTERAGENCY SUPPORT AGREEMENTS RE LOGISTICS MATTERS
REVIEW INTERAGENCY RELATIONSHIPS PERIODICALLY
ADVISE & COORDINATE W/ AGENCY COMPONENTS AS NECESSARY
- ADMINISTER - PARTICIPATE - IN SPECIAL PROJECTS & STUDIES
AS DIRECTED BY DIRECTOR OF LOGISTICS.